

Human Resources *Update*

January 2010

LEARNING AND DEVELOPMENT OPPORTUNITIES FROM HUMAN RESOURCES

University-Specific Manager's Skill Development Series 2009/10

Happy New Year!

I am pleased to kick off 2010 by offering my congratulations to more than 80 University managers who have completed modules in the Manager's Skill Development Series since 2008. It has been encouraging to receive positive feedback from participants in the Series and I'm pleased to now announce the 2010 winter and spring offerings, which you will find on pages 2 and 3 of this Update.

The Manager's Skill Development Series was launched in 2008 in response to feedback from the annual Employee Opinion Survey. The series was designed specifically for the University of Saskatchewan environment, consisting of 11 modules that are essential to effective people management. Facilitators are experts in the subject area and the sessions are highly engaging and interactive.

Each module is designed to provide support and development opportunities to employees who have managerial responsibilities. The modules are also recommended for anyone seeking to move into a management position.

In addition to the Manager's Skill Development Series, on page 4 you will find a selection of personal and professional health "Lunch 'n Learn" workshops.

Visit our website at www.usask.ca/hrd or contact Derek Robinson at 966-1396 or derek.robinson@usask.ca for more information.



Barb Daigle,
*Associate Vice-President,
Human Resources*

REGISTRATION INFORMATION FOR THE SKILL DEVELOPMENT SERIES:

There is a marginal fee for each module to cover the cost of materials and supplies.

Snacks and refreshments will be provided.

Please register by calling 966-5539. A valid CFOAPAL account number is required to register.

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Module	Module Title	Description	Options
1	<p>Creating Positive Work Environments through Health and Wellness</p> <p>Facilitator(s): Bob Bayles and Judy Metcalfe</p> <p>Accountability Match: People and Environment</p> <p>Competency Match: Relationship Building</p>	You will learn strategies to promote health and wellness in your workplace, how to proactively identify and address health issues, and what resources there are to assist you.	<p>January 27th, 2010 9:00 to 11:30 College 280</p> <p>February 24th, 2010 1:30 to 4:00 College 280</p>
2	<p>Understanding Mental Health in the Workplace</p> <p>Facilitator(s): Sharon Coffin</p> <p>Accountability Match: People and Environment</p> <p>Competency Match: Relationship Building</p>	This module will focus on de-stigmatizing mental health problems in the workplace. You will enhance your understanding of the most common mental health issues and how to identify and find support for people suffering from mental illness.	<p>January 28th, 2010 9:00 to 11:30 College 280</p>
3	<p>Achieving a Representative Workforce Through the Values of Diversity</p> <p>Facilitator(s): Candace Wasacase-Lafferty</p> <p>Accountability Match: People and Environment</p> <p>Competency Match: Relationship Building</p>	<p>You will explore ways to ensure a broad and culturally diverse candidate pool to support your recruitment goals. This workshop is directly linked to the imperative of enhancing the experience of Aboriginal, international and other cultural diversity described in the University's Integrated Plan.</p>	<p>February 3rd, 2010 9:00 to 12:00 College 280</p> <p>March 25th, 2010 1:30 to 4:30 College 280</p>
4	<p>Competency Based Recruitment—Getting Started</p> <p>Facilitator(s): June Vargo and Katharine Fahlman-Smith</p> <p>Accountability Match: Unit Planning</p> <p>Competency Match: Leadership / Vision</p>	<p>You will learn how to use the competencies in the Performance Framework to determine selection criteria.</p> <p>You will also learn practical tools for screening applications and selecting a short list of qualified candidates.</p>	<p>February 4th, 2010 1:30 to 4:30 College 280</p> <p>April 13th, 2010 1:30 to 4:30 College 280</p>
5	<p>Competency Based Recruitment—Behavioural Interviews and Reference Checks</p> <p>Facilitator(s): June Vargo and Katharine Fahlman-Smith</p> <p>Accountability Match: People and Environment</p> <p>Competency Match: Results Orientation</p>	<p>You will learn how to conduct competency based behavioural interviews, how to conduct effective reference checks, and how to select the best candidates.</p> <p>Prerequisite: Module 4</p>	<p>February 9th, 2010 1:30 to 4:30 College 280</p> <p>April 20th, 2010 1:30 to 4:30 College 280</p>

Module	Module Title	Description	Options
6	<p>Defining Accountabilities</p> <p>Facilitator(s): Donalda Cormier and Candace Wasacase-Lafferty</p> <p>Accountability Match: Strategic Planning</p> <p>Competency Match: Leadership / Vision</p>	You will learn how to write your own or help others write effective accountability statements. You will understand the connection of clear accountabilities to effective performance outcomes.	<p>February 18th, 2010 1:30 to 4:00 College 280</p> <p>April 22nd, 2010 1:30 to 4:00 College 280</p>
7	<p>Giving and Receiving Feedback</p> <p>Facilitator(s): Donalda Cormier and Raelin Bliss</p> <p>Accountability Match: People and Environment</p> <p>Competency Match: Personal Effectiveness</p>	<p>You will increase your effectiveness as a manager by learning how to give and receive feedback which leads to improved performance (within the University's Performance Framework).</p> <p>Prerequisite: Module 6</p>	<p>March 18th, 2010 1:30 to 4:00 College 280</p> <p>April 23rd, 2010 1:30 to 4:00 College 280</p>
8	<p>Moving From Issue to Action</p> <p>Facilitator(s): Laura Sommervill and Wade Epp</p> <p>Accountability Match: Risk Management</p> <p>Competency Match: Results Orientation</p>	You will learn the best approach to addressing performance issues in our unionized environment. You will improve your understanding of the appropriate action depending on the circumstances.	<p>March 4th, 2010 9:00 to 11:30 College 280</p>
9	<p>Understanding the Grievance / Arbitration Process</p> <p>Facilitator(s): Laura Sommervill and Wade Epp</p> <p>Accountability Match: Risk Management</p> <p>Competency Match: Results Orientation</p>	<p>You will learn about your role in the grievance process, from when a grievance is filed up to and through the arbitration process. You will also learn about the University's problem solving approach to grievances.</p> <p>Prerequisite: Module 8</p>	<p>March 11th, 2010 1:30 to 4:00 College 280</p>
10	<p>Creating Action Plans to Engage and Retain Employees</p> <p>Facilitator(s): Barb Daigle and Bob Bayles</p> <p>Accountability Match: Strategic Planning</p> <p>Competency Match: Leadership / Vision</p>	You will learn how to interpret the Employee Opinion Survey results for your unit and involve your employees in developing action plans to address the gaps and barriers to increase engagement and retention.	<p>April 5th, 2010 1:30 to 3:30 College 280</p> <p>May 3rd, 2010 1:30 to 3:30 AG 1E69</p>
11	<p>Creating Positive Work Environments Through Respectful Workplaces</p> <p>Facilitator(s): Dr. Carole Pond</p> <p>Accountability Match: People and Environment</p> <p>Competency Match: Communication</p>	You will learn how to retain your employees by continually fostering positive and respectful work environments. You will also learn how to identify and correct negative workplace norms.	<p>April 8th, 2010 9:00 to 12:00 College 280</p>

WANT MORE FROM YOUR LUNCH THAN CALORIES? *Try our free Lunch “n” Learns!*

The Human Resources Wellness Resource Centre, in partnership with Human Solutions, is pleased to introduce a wide variety of informative lunch and learn sessions in the areas of personal and professional health. The sessions are sponsored by the Wellness Resources Centre and are free to all University employees.

Seating is limited, so please register by calling the Employee Assistance Program office at 966-4300.

All sessions run from 12:00 pm to 1:00 pm and all U of S employees are welcome to attend. Don't forget to bring your lunch!



Course names and descriptions:

1) SMOKING CESSATION

Quitting smoking isn't easy! This 1 hour wellness session is aimed at empowering participants to quit smoking and being able to stick with it. Participants will learn about some key strategies for successful smoking cessation and be introduced to some comprehensive resources to assist them in the smoking cessation process.

Facilitator(s): Sharon Coffin & Judy Metcalfe
Date: January 27, College 210

2) UNDERSTANDING MENTAL ILLNESS

In today's society there still remains a lot of prejudice around mental health problems. This workshop will allow participants to enhance their understanding of the personal and environmental factors that can have an impact on mental health, as well as the most appropriate prevention and intervention strategies available.

Facilitator(s): Sharon Coffin
Date # 1: January 20, College 210
Date # 2: May 11, College 210

3) HEART SMART / STROKE SAVVY



Finding answers. For life. There's a killer among us. Every day seven people in the province of Saskatchewan die from heart disease or stroke. Don't be one of them. The

Heart Smart, Stroke Savvy presentation will help you understand what heart disease and stroke are, and the effects the diseases can have on the body. Also learn the steps you can take to living a long, healthy life.

Facilitator(s): Stephanie Cool
Date # 1: February 23, College 280
Date # 2: February 25, College 280

4) HEALTHY EATING HABITS

Most people eat because they have to and they don't think about the impact their eating habits have on their health and energy levels. This workshop provides participants with an evidence-based understanding of healthy eating. Participants will get hands-on tips and create their own personal action plan for healthy eating.

Facilitator(s): Theodosia Phillips
Date # 1: March 9, College 280
Date # 2: March 23, College 280

5) PRACTICING RESILIENCY

This session focuses on how to respond positively to challenges and opportunities by defining stress, understanding its causes and symptoms, and learning techniques that help us be resilient. Participants are given guidelines that will help them recognize stress in themselves and their colleagues. Some simple techniques

that will be taught include limit-setting, positive thinking and relaxation exercises.

Facilitator(s): Sharon Coffin & Judy Metcalfe
Date # 1: March 2, College 280
Date # 2: March 31, College 280

6) UNDERSTANDING SUBSTANCE ABUSE

Are you or someone close to you struggling with an alcohol or drug problem? This session provides an overview of the signs and symptoms of substance abuse, the effects of different drugs, how a substance abusing employee may behave, what is meant by enabling, and more.

Facilitator(s): Sharon Coffin
Date # 1: April 6, College 280
Date # 2: April 27, College 280

7) ERGONOMICS — FITTING THE TASK TO THE WORKER

This session will provide an overview of general ergonomic principles and practices with emphasis on office and industrial environments in the University setting. Tips on musculoskeletal injury prevention such as correct working posture and material handling techniques will also be presented.

Facilitator(s): Tim Black
Date: May 19, College 280